

Church Crookham Parish Council – Grants Policy and Procedure

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

When setting the budget for the coming year the Finance Committee will agree an amount which will be available for allocation during the following financial year. Once the Grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

The Parish Council aims to encourage the formation, continued existence and improvement of a wide range of voluntary, sporting, leisure, cultural and community facilities for the benefit of the inhabitants of the Parish.

Greater emphasis will be placed on applications from local rather than national organisations.

The Parish Council will not normally commit a future Parish Council by promising continued assistance

The Finance and Policy Committee may approve grants and loans up to £500 per application. Sums in excess of this will be decided by the Parish Council.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last annual accounts. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects costing over £500 the Parish Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three quotes. The Parish Council reserves the right to request proof of the tender process. Projects notified to the Parish Council in advance and included in the Parish Council’s budget documents will only have the funds released on completion of the work. Whilst Church Crookham Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

- Individuals.
- A political party.
- Private organisations operated as a business.
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Assessment Procedure

A grant request, once received in writing, will be considered at the next meeting of the Finance and Policy Committee or the full Parish Council meeting.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities. (The Clerk can advise on alternative funding sources).

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Church Crookham Parish Council.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of the user.

The Parish Council reserve the right to contact the successful applicants to follow up on the grant application process which may include the following questions:

- Please detail the project you undertook with this grant.
- Please detail how your primary objectives were met with the money from this grant.
- Can you detail the difference this has made to your members, in line with the measures you outlined in the application?
- How did you find the community grants application process for the Parish Council?
- Would you recommend the community grants scheme to other organisations?
- Would you apply again for a community grant through the Parish Council?
- What one thing would you do to improve the grant application process for the Parish Council?



To apply

Please complete an application form, attach all relevant information and send to:

The Clerk,
Church Crookham Parish Council,
Church Crookham Community Centre,
Boyce Road,
Church Crookham
GU52 8AQ
Tel 01252 626793
e-mail clerk@churchcrookham.org.uk

Church Crookham Parish Council

**Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1	Name of Organisation	
2	Name, Address and Status of Contact	
3	Telephone number of contact	
4	Is the Organisation a Registered Charity?	Yes/No
5	Have you enclosed the latest set of accounts?	Yes/No
6	How many members of your organisation live within Church Crookham?	
7	Are there any restrictions placed on who can use/ access your services?	
8	Amount of grant requested	
9	For what purpose or project is the grant requested?	
10	What will be the total cost of the above project?	
11	If the total cost of the project is more than the grant, how will the residue be financed?	
12	Have you applied to Church Crookham Parish Council for a grant for this project before? If so, when and for how much?	

13	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
14	Who will benefit from the project?	
15	Please detail the measures in place to demonstrate the benefit this grant will have.	
16	How will you know that those impacted by the grant have benefitted from this grant?	
17	Approximately how many of those who will benefit are residents?	
18	Can you report back to us in six months' time explaining whether this has been success?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... Date.....

FOR INTERNAL USE ONLY

If the grant application is successful, please provide payment details:

Account name:

Account number:

Sort code:

OR

Cheque made payable to:

Name & address cheque to be sent to